



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	X	Forms	
Chapter:	A	Forms	06-04-2012
Subchapter:	1	Forms	
Issuance:	14.210	Notification Letter to Resource Parent(s) of Final Adoption Proceedings	

Click here to view, complete, or view the CP&P Form [14-210](#), Notification Letter to Resource Parent(s) of Final Adoption Proceedings.

WHEN TO USE IT

In accordance with N.J.S.A. 9:3-46(b), a person (foster parent) who provided care to a child for six months or one half of the child's life, whichever is less, in the two years prior to an adoption complaint being filed, is notified of the impending adoption proceedings. Use the letter to notify the former resource parent of a child's pending adoption, and to allow the resource parent to:

- Express any concerns or objections he or she may have regarding the adoption;
- Convey good wishes to the child; and
- Forward pictures or mementos to the Local Office Manager to give to the child.

Send the letter to a former resource parent who has not signed a CP&P Form [14-211](#), Waiver of Notice to Adoption Proceedings, at the time the CP&P Form [14-6](#), Consent of Guardian to Adoption, or CP&P Form [14-149](#), Consent of Custodian to Adoption, is signed by the Local Office Manager.

HOW TO USE IT

Prepare the form using the template found in the on-line Forms Manual (11-20).
Print the form on Local Office letterhead.

After the Local Office Manager signs the letter, send it to the former resource parent via certified mail, receipt requested.

If the former resource parent has any concerns about the adoption, he or she has to notify the Local Office Manager within 15 days of receipt of the letter. The signed

receipt is evidence that the resource parent received notice of the adoption proceedings.

DISTRIBUTION

- Original - Former resource parent
- Copy - Child's case record
- Copy - Resource home record